

HRIS – Human Resources Information Solution

RESOURCE GUIDE: **MASTER FORMS**





MASTER FORMS

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Absence Management

Employee Absence Plan Master LP31.1

Use **Employee Absence Plan Master (LP31.1)**, to view the dates that control absence plan processing and current balance amounts for each plan structure. This form is Inquiry only.

Dates Tab

1. Type **LP31.1** in search field, click **Go**
2. **Company:** Type or select **1**
3. **Employee:** Type or select the **Employee Identification Number**
4. **Absence Plan:** Select an **Absence Plan**
5. **Structure Group:** Click **Next** until correct **Structure Group** displays or select the **Structure Group**
6. Click **Inquire**

7. Click **Dates**

Review of Date field definitions:

1. **Master Entry:** Date **processing begins** for employee
2. **Accrual End:** Date **processing ends** for employee
 - No further processing of the plan structure will occur after this date, except for manual balance adjustments and Event transactions such as usage or payout
3. **Master End:** Date when all processing **stops**



LP31.1 - Employee Absence Plan Master - PROD

Data View ▾ | Special Actions ▾ | + Add | Change | Delete | Previous | Inquire | Next | Inquire ▾

Balances | Carryover | GL Accounts | Override Tables | Payroll

Master Entry 01/01/2010

Accrual End

Master End

Master Override ▾ No override

Service Begin 03/20/2006

Accrual From 09/28/2012

Accrual Start 09/28/2012

Allotment Begin

Allotment Point

Eligibility Begin 03/20/2006

Limit Reset Point 01/15

Hours Last Period End 05/31/2019

Transfer Flag ▾ Open

Accrual Last 05/31/2019

Allotment Last

Eligibility Last 05/31/2019

Carryover Last 01/15/2019

Earnings Last Period End

4. **Service Begin:** Date from which **service is calculated**
 - Calculated based on employee's **Adjusted Hire Date**
5. **Accrual From:** Earliest date for which **accrual transactions** are calculated
 - For Earned Hours, such as Holiday and Comp, this date must be a **Pay Period End date**
6. **Accrual Start:** Earliest date for which **accrual transactions** are calculated
 - For Earned Hours, such as Holiday and Comp, this date must be a **Pay Period End date**
7. **Allotment Begin:** Earliest date for which an **allotment is calculated** for the Plans
 - Family Sick
 - Personal (ASDB only)
8. **Allotment Point:** **Month and Day** when **allotments** will occur
 - ADOA will process the reset annually

LP31.1 - Employee Absence Plan Master - PROD

Data View ▾ | Special Actions ▾ | + Add | Change | Delete | Previous | Inquire | Next | Inquire ▾

Balances | Carryover | GL Accounts | Override Tables | Payroll

Master Entry 01/01/2010

Accrual End

Master End

Master Override ▾ No override

Service Begin 03/20/2006

Accrual From 09/28/2012

Accrual Start 09/28/2012

Allotment Begin

Allotment Point

Eligibility Begin 03/20/2006

Limit Reset Point 01/15

Hours Last Period End 05/31/2019

Transfer Flag ▾ Open

Accrual Last 05/31/2019

Allotment Last

Eligibility Last 05/31/2019

Carryover Last 01/15/2019

Earnings Last Period End

9. **Eligibility Begin:** Earliest date **accruals** for this record can become available for usage
 - Calculated based on employee's Adjusted Hire Date
10. **Limit Reset Point:** **Month and Day** when accrual limits and totals for this Plan will occur
 - ADOA will process the reset annually



11. **Hours Last Period End:** Pay period end date through which **service records** have been evaluated for processing if hours calculation is based on a service class
12. **Transfer Flag:** Indicator for the **LP180 Mass Absence Plan Transfer** program that moves balances when an employee moves into a new Structure Group
 - Blank = Open Records will transfer with the LP180 (default value)
 - 2 = Closed

LP31.1 - Employee Absence Plan Master - PROD

Data View ▾ | Special Actions ▾ | + Add | Change | Delete | Previous | Inquire | Next | Inquire ▾

Dates | Balances | Carryover | GL Accounts | Override Tables | Payroll

Master Entry: 01/01/2010
 Accrual End:
 Master End:
 Master Override: ▾ No override

Service Begin: 03/20/2006
 Accrual From: 09/28/2012
 Accrual Start: 09/28/2012
 Allotment Begin:
 Allotment Point:
 Eligibility Begin: 03/20/2006
 Limit Reset Point: 01/15
 Hours Last Period End: 05/31/2019

Transfer Flag: ▾ Open
 Accrual Last: 05/31/2019
 Allotment Last:
 Eligibility Last: 05/31/2019
 Carryover Last: 01/15/2019
 Earnings Last Period End:

13. **Accrual Last:** Date for which an **accrual** was last processed
14. **Allotment Last:** Date for which an **allotment** was last processed
15. **Eligibility Last:** Date for which **accrued balances** are last moved to available balances for this record
16. **Carryover Last:** Date **balance** was last **reset**, common for Family Sick

Balances Tab

Displays the balances for each hour's type. Typically, only **Available Hours** appear.

LP31.1 - Employee Absence Plan Master - PROD

Data View ▾ | Special Actions ▾ | + Add | Change | Delete | Previous | Inquire | Next | Inquire ▾

Dates | Balances | Carryover | GL Accounts | Override Tables | Payroll

Available Hours: 216.680000
 Accrued Hours:
 Allotment Hours:
 Reserved Hours:
 Available Earnings:
 Accrued Earnings:
 Allotment Earnings:
 Reserved Earnings:

Remaining tabs on LP31.1 do not display any data.



Employee Plan Master Listing LP231

Run **Employee Plan Master Listing (LP231)**, to print a list of selected employee master records and their related enrollment and/or length of service records.

Create Report Parameters

1. Type **LP231** in search field, click **Go**
2. **Job Name:** Type a unique name for the report
3. **Job Description:** Type a detailed description of the report

4. **Company:** Type or select **1**
5. **Plan Category:** Select a **Plan Category** to limit report results
 - If Plan Category is selected, leave Absence Plan and Structure Group blank
6. **Absence Plan:** Select an **Absence Plan** to limit report results
7. **Structure Group:** Leave blank or select up to eight **Structure Groups** to limit report results
 - If Structure Group is selected, must also select an **Absence Plan**
8. **Excluded End Dates:** Select a **date** to **exclude** records that have a Master End Date on or before date specified or leave blank to include all records



LP231 - Employee Plan Master Listing - PROD

Special Actions ▾ + Add Change Delete Previous Inquire Next Quick Submit

Processing Group

Process Level

Employee Group

Employee

192923	QF	192924	QF		QF		QF
	QF		QF		QF		QF
	QF		QF		QF		QF

9. **Process Level:** Leave blank or select a **Process Level** to limit report results

- If a Process Level is selected, Processing Group, Employee Group and Employee Fields must be blank

10. **Employee Group:** Leave blank or select an **Employee Group** to limit report results

- If an Employee Group is selected, Processing Group, Process Level and Employee Fields must be blank

11. **Employee:** Type or select up to twelve **Employee Identification Numbers** to limit report results

- If Employee is selected, Processing Group, Process Level and Employee Group Fields must be blank

LP231 - Employee Plan Master Listing - PROD

Special Actions ▾ + Add Change Delete Previous Inquire Next Quick Submit

Selection

Report Option All master data

Enrollment Detail Exclude

Length of Service Hours Exclude

Report Sequence Employee

Employee Sequence Use Company Default

12. Click **Data**

13. **Report Option:** Select a report option **1-3** that determines how much data will display on the report

- **1** = All Master Data (default) All Fields from employee master record
- **2** = Balances Only
- **3** = Negative Balances Only

14. **Enrollment Detail:** Select **1** to exclude (default) or **2** to include detail enrollment records

15. **Length of Service Hours:** Select **1** to exclude (default) or **2** to include length of service hours

16. **Report Sequence:** Select order in which the information will be sorted

- **1** = Plan; Structure
- **2** = Process Level
- **3** = Process Level; Department
- **4** = User Level
- **5** = Employee



17. **Employee Sequence:** Select a value **0-2** to sort employee results

- **0** = Company Default
- **1** = Alpha
- **2** = Numeric

18. Click **Add** to save report parameters. Status bar displays message **Job Added**

Submit Report

1. Click **Quick Submit**, status bar displays message **Job has been submitted**

2. Click **Print Mgr** to view the report results in your Print Manager

For additional instructions on how to view reports, see the Agency HRIS Intro Training for On Demand Reports.



Example of Report Results

Report Parameters used:

Parameters

Selection

Data

Company

1

QF

Plan Category

QF

Absence Plan

QF

Structure Group

QF

Excluded End Dates

Processing Group

QF

Process Level

QF

Employee Group

QF

Employee

192923

QF

Parameters

Selection

Data

Report Option

1

All master data

Enrollment Detail

2

Include

Length of Service Hours

2

Include

Report Sequence

5

Employee

Employee Sequence

2

Numeric

Report Results

Employee Plan Master Listing

LP231 Date 06/26/19
Time 17:24

Company 1 STATE OF ARIZONA
Employee Plan Master Listing

Page 1

Absence Plan: ANNUAL
Structure Group: LPANUNCL

ANNUAL LEAVE PLAN
LP ANN UNCOVERED FT_6.47

Employee	Name	Position	Position Description	Master Override
Balances:				
	Available Hours:	220.050000	Available Earnings:	0.000000
	Accrued Hours:	0.000000	Accrued Earnings:	0.000000
	Allotment Hours:	0.000000	Allotment Earnings:	0.000000
	Carryover Hours:	0.000000	Carryover Earnings:	0.000000
	Reserved Hours:	0.000000	Reserved Earnings:	0.000000
Dates:				
	Master Entry Date:	01/01/10	Accrual End Date:	Master End Date:
	Service Begin Date:	06/01/05	Accrual From Date:	04/13/12
	Allotment Begin Date:		Allotment Point:	06/01/05
	Limit Reset Point:	115	Last Accrual Date:	06/14/19
	Last Eligibility Date:	06/14/19	Last Limit Date:	01/15/19
	Last Period End Hours:	06/14/19	Last Period End Earn:	
GL Accounts				
	Hours Accrual Account:			
	Hours Expense Account:			
	Earnings Accrual Account:			
	Earnings Expense Account:			
Activities				
	Hours Activity, Account Category:			
	Earnings Activity, Account Category:			
Employee Overrides				
	Hours Accrual Table:	Earnings Accrual Table:		
	Hours Allotment Table:	Earnings Allotment Table:		
	Hours Balance Limit Table:	Earnings Balance Limit Table:		
	Hours Accrual Limit Table:	Earnings Accrual Limit Table:		
	Hours GL Liability Table:	Earnings GL Liability Table:		
	Hours Carryover Limit Table:	Earnings Carryover Limit Table:		
	Hours Carryover Limit Amount:	0.000000	Earnings Carryover Limit Amount:	0.000000
Payroll Overrides				
	Hours Negative Balance Limit:	0.000000		
	Hours Link Plan Table:			
	Hours Process Order:	Do not override		
	Hours Negative Balance Option:	Do not override the plan		
	Hours Web Negative Balance Option:	Do not override the plan		
	Hours Unpaid service code:			
	Earnings Negative Balance Limit:	0.000000		
	Earnings Link Plan Table:			
	Earnings Process Order:	Do not override		
	Earnings Negative Balance Option:	Do not override the plan		
	Earnings Web Negative Balance Option:	Do not override the plan		